

Municipal Matching Grant Online Application

Step-by-Step Guide

The MMG application can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Municipal Matching Grant Application

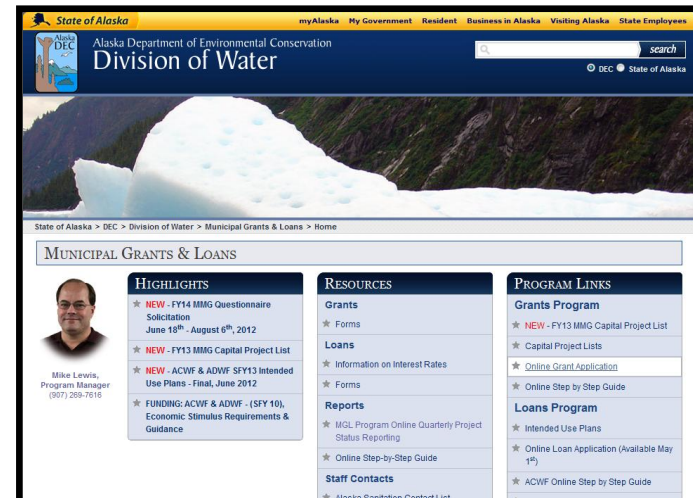
1

Go to the Division of Water's Municipal Grants & Loans homepage:

<http://www.dec.state.ak.us/water/MuniGrantsLoans/index.htm>

and select the "Online Grant Application" link under Program Links.

This will take you directly to the DEC's Water Online Application System homepage.

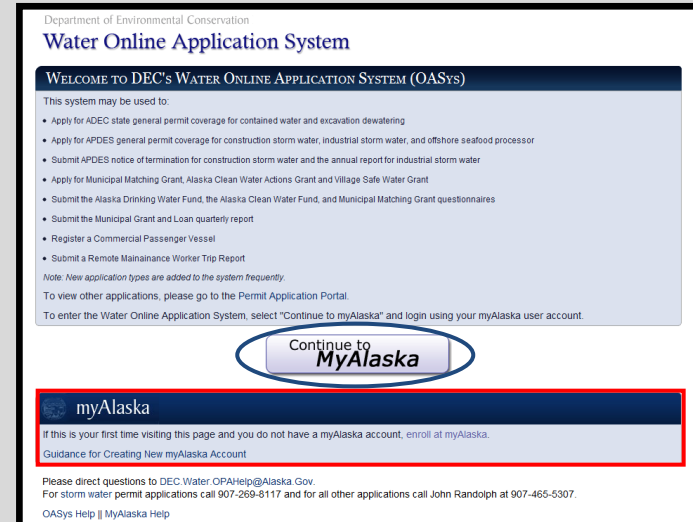


2

From the OASys home page, you can continue to your application by clicking the "Continue to MyAlaska" button.

TIP:

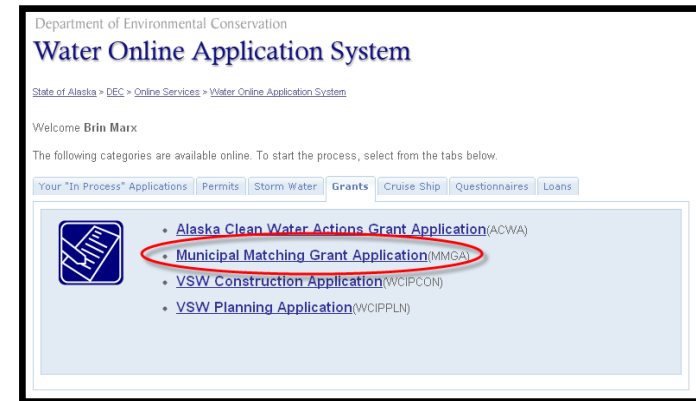
OASys requires an active myAlaska account. If you do not have a myAlaska account, you can create one by following the steps outlined in the "myAlaska" box at the bottom of the page.



3

After successfully logging to myAlaska, you will arrive at the Water Online Application system.

Select the “**Grants**” tab then select the “**Municipal Matching Grant Application**” from the available categories.



4

A series of steps will take you through the application, asking for information pertinent to your project.

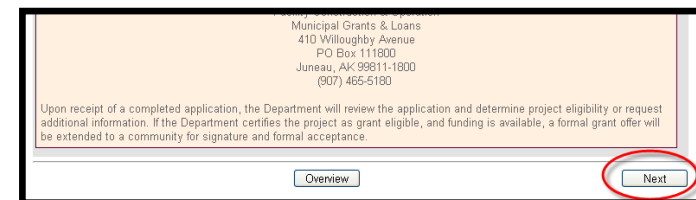
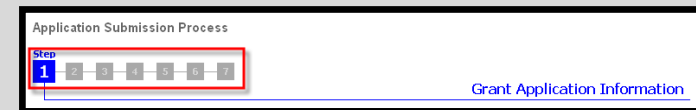
Fill out the information on these pages as completely and thoroughly as possible. *(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)*

TIP:

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

TIP:

Any question with a red star (*) next to it is required and must be completed before the current step can be completed.



TIP:

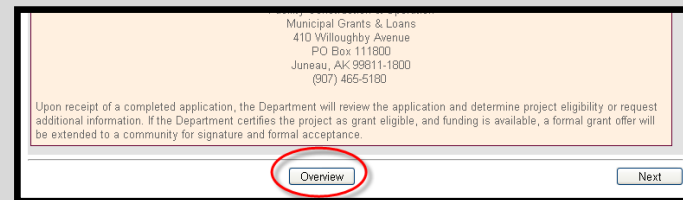
When finished with a step, go to the next page by selecting the “**Next**” button in the lower right corner.

TIP:

At any time, you can logout, and your information will be saved. **NOTE:** Changes to the current page are not saved until you hit “**Next**”.

TIP At any time, you can also select the “**Overview**” button at the bottom of any page to go to the overview step (last step). This step allows you to review your information and to edit previously entered information.

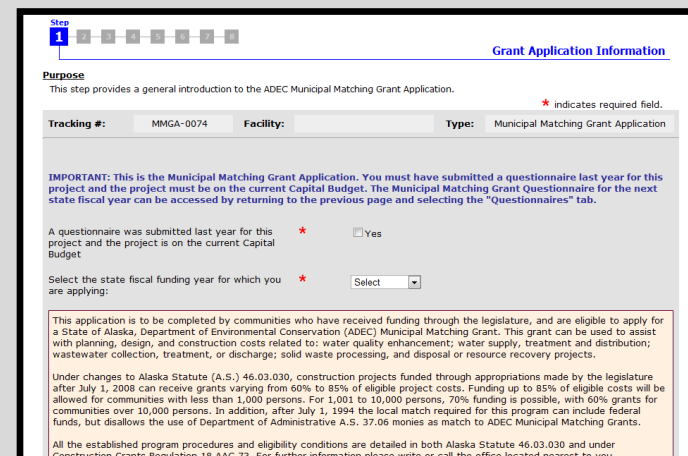
P **NOTE:** Remember, changes to the current page are not saved until you hit “**Next**”.



TIP If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to: DEC.Water.OPAHelp@alaska.gov.

P Please include the tracking number for the application needing to be voided.

5 **Step 1** in the application process provides general information about the application. Verify that your project is on the current Capital Budget and select the state fiscal funding year for which you are applying. Review the description to ensure your understanding and agreement with the application then click the “**Next**” button to move on to the next step.



6

Step 2 in the Application Submission Process requires you to enter contact information for your application. Click the “**Add**” button to access the Contact Details window.

The **Contact Details** window allows you to enter contact information.

NOTE: First and Last name fields must contain the first and last name of a *person*, do not enter an organization or governmental agency.

7

Step 3 in the application process collects general information about your project. Complete all required fields then click the “**Next**” button to move on to the next step.

8

Step 4 in the application process asks for details about general project costs and assistance amounts. Complete all applicable fields then click the “**Next**” button to move on to the next step.

Application Submission Process

Step 4 Assistance Amount

Purpose
Please provide details regarding the assistance amount you are applying for.

* indicates required field.

Tracking #: MMGA-0075 Facility: 123 Type: Municipal Matching Grant Application

Assistance Amount:

This application is for a: ☐ New Grant ☐ Grant Increase

Estimated Total Project Costs: *

ADEC Participation Costs: * %

Amount of Grant Funds Requested from ADEC: *

Please identify all source(s) of funding that will be used for project costs:

General Funds

Capital Reserves

9

Step 5 asks for a categorized list of all project cost estimates. Complete all applicable fields then click the “**Next**” button to move on to the next step.

Application Submission Process

Step 5 Project Cost Summary

Purpose
Please provide estimated project costs.

* indicates required field.

Tracking #: MMGA-0075 Facility: 123 Type: Municipal Matching Grant Application

ELIGIBLE COSTS:

1. Administrative Expenses¹:

2. Planning Reports and Feasibility Studies:

3. Waterbody Enhancement or Protection:

4. Engineering Design Fees²:

5. Construction Engineering and Management²:

6. Construction²:

7. Equipment:

8. Other (Identify Cost)³:

10 **Step 6** asks for a schedule of attachments for your project.

NOTE: Select **“Yes, will attach in step 7”** for items that you will attach to your online application in the next step (**Step 7**). If a document is not ready for submittal, select **“Yes, but unavailable”** from the drop-down list and provide an approximate date of submittal.

Once every checklist item has been answered, click the **“Next”** button to move on to the next step.

TIP:

When entering in an estimated submittal date, click the button next to the appropriate date field to open the calendar. Click the estimated date from the calendar to automatically enter it into the field.

The screenshot shows the 'Application Submission Process' interface at Step 6, titled 'Schedule of attachments Checklist'. It includes a progress bar at the top with Step 6 highlighted. Below the title, there is a 'Purpose' section explaining that the list of attachments should be included as part of the completed grant application. A table below contains application details: Tracking # (MMGA-0075), Facility (123), and Type (Municipal Matching Grant Application). The main section is a checklist for 'Plans and Specifications', which includes a description of the required documents and a drop-down menu for selecting the status. A red asterisk indicates a required field. At the bottom, there is a field for providing an approximate date of submission if the plans are unavailable.

The screenshot shows a calendar pop-up for August 2012. The calendar is displayed with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. A red asterisk is visible next to the date field. A tooltip shows 'Wednesday, August 01, 2012'. At the bottom of the calendar, it says 'Today: August 7, 2012'.

11 Step 7 allows you to submit any required or optional attachments online.

Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

Address:

Alaska Department of Environmental Conservation
Facility Construction and Operation
Municipal Grants and Loans
410 Willoughby Avenue
P.O. Box 111800
Juneau, AK 99811-1800
Attn.: MAT (Municipal Administration Team)

Tracking #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

1. Choose a file to attach:
[Choose File](#) No file chosen

2. Add the file to the list:

As Type: Force Account Approval

Title:

Description:

Attach

3. Your file attachments:

Remove

Usage Tips:
First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button.
File size limit is 20MB for each attachment.

Required Attachments
There are no required attachments for this application type.

12 Step 8 is the "Application Overview" page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the edit button that corresponds to that section.

Municipal Matching Grant Application

Step 8 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header "Edit" button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.
Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

Tasks:

1. Complete Steps
2. Sign

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

Tracking #: MMGA-0074 Facility: 123 Type: Municipal Matching Grant Application

Grant Application Information

A questionnaire was submitted last year for this project and the project is on the current Capital Budget Yes

Select the state fiscal funding year for which you are applying: SFY12

Details

Edit

13 After all information is entered and you have finished adding all online attachments, you will need to submit your application.

NOTE: A check will appear next to “**1. Complete Steps**” if the application is complete and ready to be signed.

To go the **Final Steps** page, select the “**2. Sign**” link under tasks on the Application Overview page. You can also click on the “**Continue**” button at the bottom of the page.

Step 8 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.
NOTE: Your information has been saved; you may also exit the system and return later to finalize it.
Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

Tasks:
1. Complete Steps
2. Sign

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

Attachments	Title (Type), Description	Edit
Copy to New Questionnaire Home Continue		

14 The “**Final Steps**” page gives you the signature options available for signing your application.

- Sign this Application Using e-Signature (go to step 15 in this guide)
- Print, Sign and Submit a Hard-Copy Signature Page (skip to step 17 in this guide)
- Invite another party to Sign and/or Pay for this Application (skip to step 18 in this guide)

Tracking #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

I would like to...

[Sign this Application Using e-Signature](#)
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

[Print, Sign and Submit a Hard-Copy Signature Page](#)
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.

[Invite another party to Sign and/or Pay for this Application](#)
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

15 Select “**Sign this Application Using e-Signature**” if you are already validated to electronically sign an application.

NOTE: If you use a **myAlaska** account that has been used to apply and e-sign for a PFD, you are automatically validated.

Tracking #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

I would like to...

[Sign this Application Using e-Signature](#)
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

[Print, Sign and Submit a Hard-Copy Signature Page](#)
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.

[Invite another party to Sign and/or Pay for this Application](#)
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

16 Check the box indicating that you agree with the Signing Agreement and enter your **myAlaska** Password. To complete the signing process, click on the “E-Sign” button.
(skip to step 20 in this guide)

The screenshot shows the 'Water Online Application System' interface. At the top, it says 'State of Alaska > DEC > Online Services > Water Online Application System'. Below this is a section titled 'Signing Agreement'. The text reads: 'By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:' followed by a list of four numbered items: 1) certify to the best of my knowledge and belief that the data contained in this application is true and correct, and that all titles and easements necessary to provide clear title or authority to construct and maintain the proposed project shall be obtained. Failure to comply with this certification will be cause for the Department to withhold a grant award or withdraw a grant offer that may have been extended. 2) certify that I am Brin Marx as identified by the myAlaska identity verification system; 3) agree that I am signing this Municipal Matching Grant Application, MMGA and 4) agree that I intend to be bound by the electronic record of this Municipal Matching Grant Application and the electronic record of this signature. At the bottom, there is a checkbox labeled 'I agree with the above statement' and a text input field for 'MyAlaska Password'.

17 Select “**Print, Sign and Submit a Hard-Copy Signature Page**” to print a hard-copy version of the application signature page.

This page explains the steps for printing and submitting a hard-copy signature page. Click on “**Print the Official Signature Page**” link.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

The screenshot shows the 'Tracking #' section of the application system. It displays 'FY11MMGA-0002' for Tracking #, 'test' for Facility, and 'Municipal Matching Grant Application' for Type. Below this, there are three options: 'Sign this Application Using e-Signature', 'Print, Sign and Submit a Hard-Copy Signature Page' (which is highlighted with a red box), and 'Invite another party to Sign and/or Pay for this Application'. The 'Print, Sign and Submit a Hard-Copy Signature Page' option includes a description: 'Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.' Below this is an icon for Adobe Acrobat Reader.

The screenshot shows the 'Print and Submit a Hard-Copy Signature Page' page. It starts with a 'Purpose' section: 'As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the [Signing and Paying Options](#) Page to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to DEC.Water.OPAHelp@alaska.gov'. Below this is a 'Please Note' section: 'Your application will not be processed unless it has been signed and all fees have been paid!'. Then, there is a table with the same tracking information as the previous screenshot. Below the table is a list of four steps: 1. Review Your Application (To review your application before submitting, visit the [Overview Page](#).), 2. [Print the Official Signature Page](#) (this link is highlighted with a red box), 3. Sign the Printed Page (Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.), and 4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office (Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC. Alaska Department of Environmental Conservation, 410 Willoughby Avenue, Suite 303, P.O. Box 111800). At the bottom, there is a small icon for Adobe Acrobat Reader.

18 If you require another party to sign for your application, select the **“Invite another party to Sign and/or Pay for this Application”** from the **“Final Steps”** Page.


Tracking #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

I would like to...


Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

19 On the next page, select **“Signer”** from the list of options and enter the email of your alternative signer into the box, then click the  button to add that contact to the e-mail list. Click the **“Continue”** button to complete the step and invite another signer.

WARNING:

You must click the  button to add the e-mail to the displayed list of alternates before clicking the **“Continue”** button or else they won’t receive an e-mail.

Assign Alternate Signer and/or Payer for your Application

Purpose:
This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.


Tracking #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

I would like to assign an alternate...

☐ Payer
e-mail Address: _____

☒ Signer
e-mail Address: MMGAApplicant@alaska.gov

☐ Signer and Payer
e-mail Address: _____



Your Alternates:

E-mail Consent (optional) *This consent will be sent to all alternates

20 An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.


NOTE: *The alternate signer will need to have a myAlaska account.*

After clicking on the link provided in the email, the alternate payer will login to OASys and enter the Tracking Number and PIN (also provided in the email).

Alternate signer will be taken to the **“Final Steps”** page, giving them the opportunity to e-sign (if validated) or print, sign and submit a hard-copy signature page for your Grant Application. (See step 22)

Department of Environmental Conservation

Water Online Application System



Brin Marx (brin.marx@alaska.gov) has identified you as the person responsible to sign for application number 'FY11MMGA-0002' for the facility: 'test'. This application is for a discharge under the Municipal Matching Grant Application MMGA.

In order to access this application, you will need the following Tracking Number and PIN:
Tracking Number: FY11MMGA-0002
Pin: 3978

To continue, please visit the [Water Online Application](https://mytest2.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mytest2.state.ak.us/dec/water/opa/Associate.aspx) (<https://mytest2.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mytest2.state.ak.us/dec/water/opa/Associate.aspx>) site.

Please direct questions to DEC.Water.OPAHelp@alaska.gov.
For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

Department of Environmental Conservation

Water Online Application System

State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number:

PIN:

21 After your application has been signed, you will receive an email certifying that your application was signed and another that your application was successfully submitted. If you submitted a hard-copy signature page, it may take a few days to process.

Municipal Matching Grant Application

The electronic submission process for application number FY11MMGA-0002 for Facility 'test' is complete.

22 If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.

The screenshot shows the 'Overview' page of the application. At the top, there is a progress bar with 8 steps, where Step 8 is highlighted. The page title is 'Municipal Matching Grant Application' and the sub-header is 'Overview'. Below the header, there is a 'Purpose' section with instructions on how to edit or continue the application. A 'NOTE' states that the information has been saved and can be finalized later. A red box highlights a task list on the left side of the page, which includes '1. Complete Steps' and '2. Sign'. To the right of the task list, there is a 'Usage Tips' section explaining that red items indicate tasks yet to be completed. At the bottom, there is a 'Print For Your Records' button and a section for 'Your Current Application'.

Step 8 Overview

Purpose:
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.
Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

Tasks:

- 1. Complete Steps
- 2. Sign

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Print For Your Records

Your Current Application:

For assistance, please call:

John Randolph at 907-465-5307, or
Kaitee Perisich at 907-451-5337